



**Department Support Team**  
**Bargaining Unit Roster & In/Out Interfaces**

**October 28, 2010**

# Agenda

- Objectives
- Legacy vs. MyCalPAYS Functionality
- Overview of BU Roster and In/Out Interfaces
- Legacy to MyCalPAYS Fields
- Personnel Area Example
- Personnel Subarea Example
- Outbound Files
- Record Format Examples
- Key Interface Development Stages
- Roster and In/Out Interface Information Packages
- How To Access Information Packages
- Next Steps
- Questions?



# Objectives

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- **Provide a brief overview of the interfaces.**
- **Communicate the project testing approach and expectations.**
- **Discuss key interface development stages.**

# Legacy vs. MyCalPAYS Functionality

## Legacy Functionality

Payroll

Employment History

Position Control

Leave Accounting

Benefits

Reporting



## MyCalPAYS Functionality

Payroll

Personnel Administration

Organizational Management

Leave Accounting

Benefits Administration

Time Management

Reporting

Business Warehouse

Employee Self-Service

Manager Self-Service

# Overview of Roster

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**The roster file is a monthly listing for the representatives of the bargaining units of all civil service employees. This list includes bargaining unit information and employment information deemed public information.**

# Overview of In/Out Interface

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**The in/out file is a monthly report for the representatives of the bargaining units of all civil service employees. This list is comprised of all employees new to or leaving the specified bargaining unit during the calendar month.**

# Legacy to MyCalPAYS Fields

## Legacy

## MyCalPAYS

**SSN**



**Person ID**

(e.g., 00009726)

**Department/Facility**



**Personnel Area**

(e.g., G100: State Controller's Office)

**Class Code**



**Job** (e.g., 00105393, last 4 character equals the class code)

**CBID**



**Personnel Subarea**

(e.g., R01: R&F BU01 SEIU)

**Salary Per/Pay Frequency/  
Attendance Reporting**



**Employee Group**

(e.g., A: Month/Month/Negative)

**Appointment Tenure,  
Time Base (FT, PT, INT, IND),  
& FLSA/Non FLSA**



**Employee Subgroup**

(e.g., 01: Perm/FT/FLSA)

# Personnel Area Examples

AGENCY CODE	DEPT. CODE	PERS. AREA	PERSONNEL AREA TEXT
317	000	AA00	Afro-American Museum
013	000	AB00	Agricultural Labor RelationsBd
673	000	AC00	Air Resources Board
022	000	AD00	Alcoholic Bev ControlAppealsBd
793	000	AE00	Area Bd on DevelopDisabilities
352	000	AF00	Arts Council
355	000	AG00	Baldwin Hills Conservancy
290	999	<b>AH00</b>	<b>Board of Equalization</b>
290	006	AH01	Bd of Equal Executive Office
290	005	AH02	Bd of Equal Board MemberOffice
290	008	AH03	Bd of Equal External Affairs
290	007	AH04	Bd of Equalization Legal Dept
290	001	AH05	Bd of Equalization Admin Dept
290	004	AH06	Bd of Equal Property&SpecialTx
290	002	AH07	Bd of Equal Sales&Use Tax Dept
290	009	AH08	Bd of Equal TechnologyServices
364	000	AI00	Bd Governors CommunityColleges



# Personnel Subarea Examples

PERS. AREA	PERSONNEL AREA TEXT	PERS. SUBAREA	PERS. SUBAREA TEXT
DR06	DeptMentalHealthNapaStHospital	S18	ExcSprvsBU18EEs
DR06	DeptMentalHealthNapaStHospital	S19	ExcSprvsBU19EEs
DR07	DeptMentalHealthPttnStHospital	C04	Conf BU04(SEIU)
DR07	DeptMentalHealthPttnStHospital	E	Excl'd Employees
DR07	DeptMentalHealthPttnStHospital	E97	ExSpecDptsClass
DR07	DeptMentalHealthPttnStHospital	M01	ExMgrSupBU01EEs
DR07	DeptMentalHealthPttnStHospital	M07	ExMgrSupBU07EEs
DR07	DeptMentalHealthPttnStHospital	M16	ExMgrSupBU16EEs
DR07	DeptMentalHealthPttnStHospital	M17	ExMgrSupBU17EEs
DR07	DeptMentalHealthPttnStHospital	M18	ExMgrSupBU18EEs
DR07	DeptMentalHealthPttnStHospital	R01	R&F BU01 (SEIU)
DR07	DeptMentalHealthPttnStHospital	R03	R&F BU03 (SEIU)
DR07	DeptMentalHealthPttnStHospital	R04	R&F BU04 (SEIU)
DR07	DeptMentalHealthPttnStHospital	R07	R&F BU07(CSLEA)
DR07	DeptMentalHealthPttnStHospital	R12	R&F BU12 (IUOE)
DR07	DeptMentalHealthPttnStHospital	R13	R&F BU13 (IUOE)
DR07	DeptMentalHealthPttnStHospital	R14	R&F BU14 (SEIU)
DR07	DeptMentalHealthPttnStHospital	R15	R&F BU15 (SEIU)
DR07	DeptMentalHealthPttnStHospital	R16	R&F BU16 (UAPD)
DR07	DeptMentalHealthPttnStHospital	R17	R&F BU17 (SEIU)
DR07	DeptMentalHealthPttnStHospital	R18	R&F BU18(CAPT)
DR07	DeptMentalHealthPttnStHospital	R19	R&FBU19(AFSCME)
DR07	DeptMentalHealthPttnStHospital	R20	R&F BU20 (SEIU)
DR07	DeptMentalHealthPttnStHospital	S01	ExcSprvsBU01EEs

# Roster Outbound File

**The file will contain the following data from MyCalPAYS:**

- **Actions** – Personnel Assignment Number, Leave Status
- **Organizational Assignment** – Personnel Subarea, Personnel Area Text, Job Key, Job Short Text, Cost Center, Employee Subgroup, Pay Frequency, Schematic Code
- **Personal Data** – Name, SSN
- **Addresses** – Work County, Employee Address
- **Basic Pay** – Pay Scale Level, Time Base, Based on Salary, Salary Total, Class Type, Salary Per, Date of Next Increase
- **Recurring Payments**– Wage Types, Wage Type Amounts
- **Display Person ID** - Person ID
- **Employment Action Substantiation** –Probation Code

# Roster Record Format Example

**Data Mapping for BU Roster {master file}**

SL #	Source system (MyCalPAYS) Fields				Mapping Rules	Target system (BU Reps) Fields			
	SAP Table-Field	Type	Length	Field Description		Field Name (Header Record Text)	Type	Length	Comments
01	P0709-PERSONID_EXT	CHAR	20	Person ID		Person ID		9	
02	P0000-PERNR	NUMC	8	Personnel Number		Personnel Assignment No.		8	
03	P9007-Z_Prob_Status	CHAR	1	Probation Status		Prob. Code		1	
04	P0002-NACHN	CHAR	40	LastName		Employee LastName		21	
05	P0002-VORNA	CHAR	40	First Name		Employee First Name		16	
06	P0002-MIDNM	CHAR	40	Middle Name		Initial		1	First character only
07	P0002-PERID	CHAR	20	SSN		SSN		9	Refer # 2 (within each BU/variant) of "Selection method of records" in the FS doc
08	P0001-KOSTL	CHAR	10	Cost Center		Agency Code		3	Characters 5 to 7 = Agency Code
09	P0001-KOSTL	CHAR	10	Cost Center		Unit Code		3	Characters 8 to 10 = Reporting Unit
10	P0001-STELL	NUMC	8	Job Key		CLASS		8	Characters 4 to 8 (last 5)
11	P1000-STEXT	CHAR	40	Job Short Text		Abbreviated Job Title		31	

# In/Out Outbound File

**The file will contain the following data from MyCalPAYS:**

- **Actions** – Transaction Entry Date, Personnel Assignment Number
- **Organizational Assignment** – Personnel Subarea, Personnel Area Text, Job Key, Job Short Text, Cost Center, Employee Subgroup, Pay Frequency, Job Group Code
- **Personal Data** – Name, SSN
- **Addresses** – Work County, Employee Address
- **Basic Pay** – Pay Scale Level, Fractional Time Base, Wage Type Amount (Salary Total)
- **Recurring Payments**– Wage Types (Dues Indicators)
- **Display Person ID** - Person ID
- **Other**– Type (I or O indicator)

# In/Out Record Format Example

SL #	Source system (MyCalPAYS) Fields				Target system (BU In/Out) Fields			
	SAP Table-Field	Type	Length	Field Description	Field Name (Header Record Text)	Type	Length	Comments
01	P0014-LGART	CHAR	4	Wage Type	Dues Indicator		4	Refer # 4 (within each BU/variant) of "Selection method of records" in the FS doc
02	P0002-NACHN	CHAR	40	Last Name	Last Name		21	
03	P0002-VORNA	CHAR	40	First Name	First Name		16	
04	P0002-MIDNM	CHAR	40	Middle Name	Middle Initial		1	First character only
05	P0002-PERID	CHAR	20	SSN	SSN		9	Refer # 3 (within each BU/variant) of "Selection method of records" in the FS doc
06	P0001-WERKS	CHAR	30	Personnel Area Text	Department Name (After)		30	Employee's NEW Personnel Area i.e. the one he/she entered
07	P5050-CJOBGRP	CHAR	8	Job Group Code	Schematic Code (After)		4	Employee's NEW Job Group Code i.e. the one he/she entered Last 4 characters of the Job Group Code.
08	P0001-KOSTL	CHAR	10	Cost Center	Agency Code (After)		3	Employee's NEW Cost Center Code i.e. the one he/she entered Characters 5 to 7 =Agency Code
09	P0001-KOSTL	CHAR	10	Cost Center	Unit Code (After)		3	Employee's NEW Cost Center Code i.e. the one he/she entered Characters 8 to 10 = Reporting Unit
10	P0001-STELL	NUMC	8	Job Key	Class (After)		8	Characters 5-8 (last 4)
11	P1000-STEXT	CHAR	40	Job Short Text	Job Title		31	

# Key Interface Development Stages

Assess	Plan	Build	Test	Deploy
<ul style="list-style-type: none"> <li>Representatives perform assessment of their internal systems to determine capability to meet interface requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Representatives complete a plan for implementing changes to their source system, as per file requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Representatives modify source system to support file requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Unit Testing: SCO provides Representatives data extract files for Unit Testing.</li> <li>Interface Testing: SCO sends low-volume test extract files to Representatives.</li> <li>SCO developer &amp; representative developer work together to establish and test system level connectivity, transmission and load, etc.</li> <li>Representatives provide acceptance of testing results and confirmation of interface readiness for deployment.</li> </ul>	<ul style="list-style-type: none"> <li>SCO provides Representatives production data extract files following Go-Live</li> </ul>

# Bargaining Unit Interface Information Packages

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## Contents:

- Introduction
- General Information
- Technical Information
- Record Format
- Legacy vs. MyCalPAYS Fields
- What's Different?



# Access Information Package- Step 1



California State Controller's Office: Home - Windows Internet Explorer

http://www.sco.ca.gov/

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John Chiang was elected in November 2006 to serve as Controller of the State of California, the eighth-largest economy in the world. As the State's chief fiscal officer, Chiang has fought to make the State's finances more transparent and accountable to the public, and to weed out waste, fraud and abuse of public funds. Chiang has led efforts to reform the State's public pension systems, helped local governments navigate difficult economic times, protected California's precious natural resources, reunited owners with more than \$1 billion in unclaimed property, and launched financial and tax assistance seminars for California's working families, seniors, small businesses and non-profit organizations. [Read more about Controller Chiang.](#)

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**Controller's Audit Programs**

*Protecting Your Tax Dollars*

**Controller John Chiang** uses his independent

**Find Your Unclaimed Property**

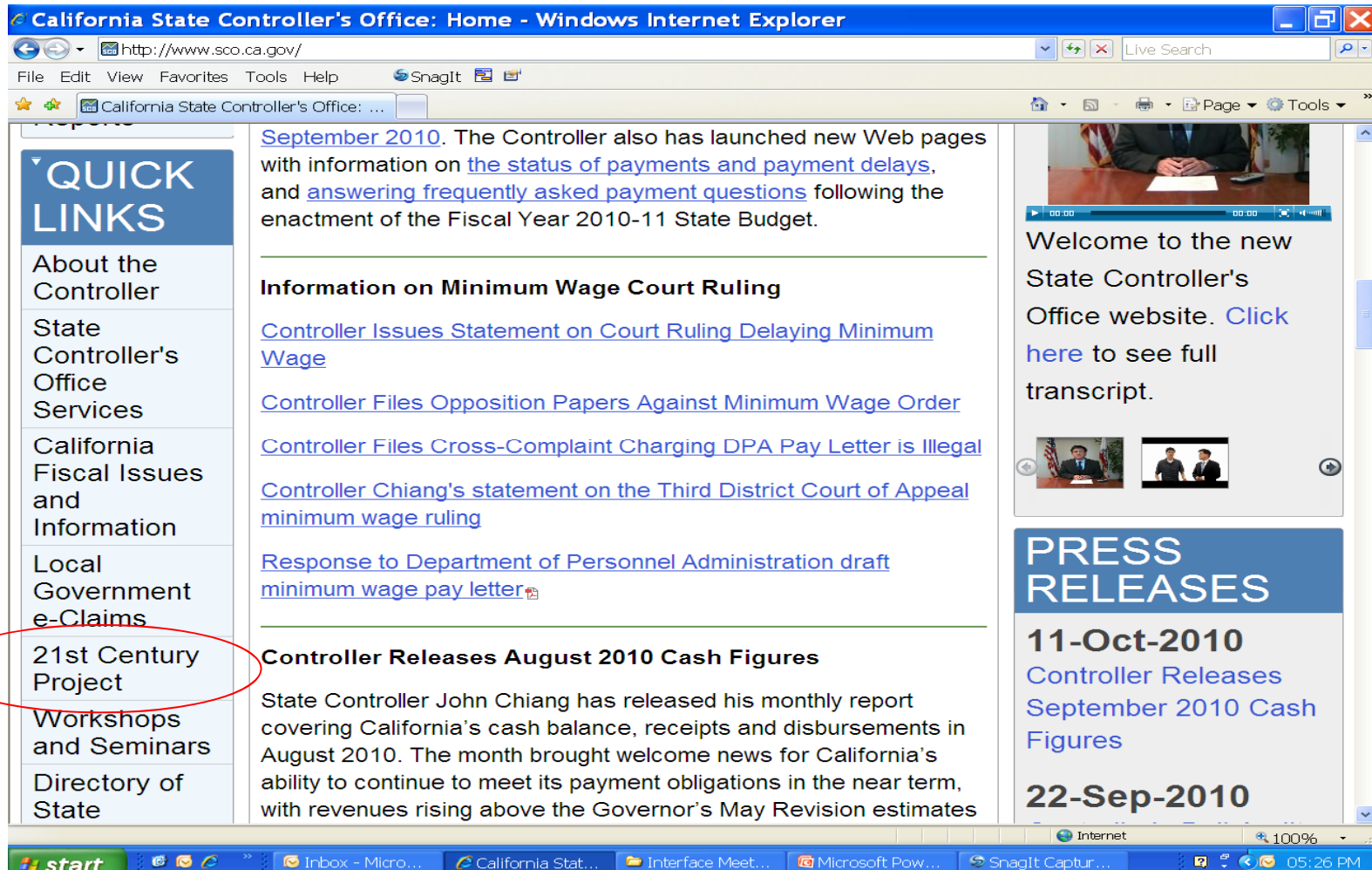
[Search for Unclaimed Property](#)

Use Controller Chiang's free website search tool to find

start    Internet 100% 05:06 PM



# Access Information Package- Step 2



**California State Controller's Office: Home - Windows Internet Explorer**

http://www.sco.ca.gov/

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**QUICK LINKS**

- About the Controller
- State Controller's Office Services
- California Fiscal Issues and Information
- Local Government e-Claims
- 21st Century Project**
- Workshops and Seminars
- Directory of State

**September 2010.** The Controller also has launched new Web pages with information on [the status of payments and payment delays](#), and [answering frequently asked payment questions](#) following the enactment of the Fiscal Year 2010-11 State Budget.

**Information on Minimum Wage Court Ruling**

- [Controller Issues Statement on Court Ruling Delaying Minimum Wage](#)
- [Controller Files Opposition Papers Against Minimum Wage Order](#)
- [Controller Files Cross-Complaint Charging DPA Pay Letter is Illegal](#)
- [Controller Chiang's statement on the Third District Court of Appeal minimum wage ruling](#)
- [Response to Department of Personnel Administration draft minimum wage pay letter](#)

**Controller Releases August 2010 Cash Figures**

State Controller John Chiang has released his monthly report covering California's cash balance, receipts and disbursements in August 2010. The month brought welcome news for California's ability to continue to meet its payment obligations in the near term, with revenues rising above the Governor's May Revision estimates

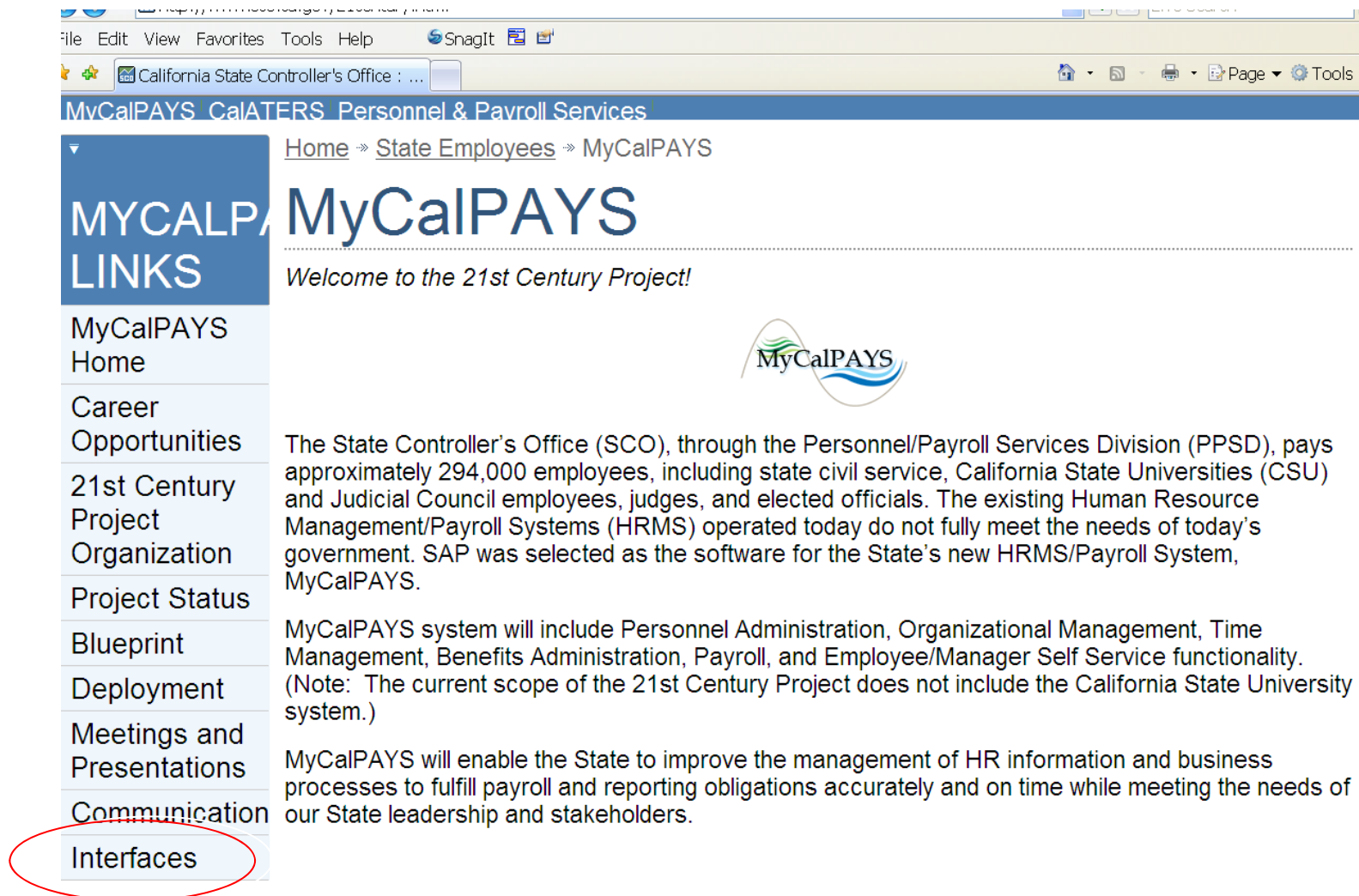
Welcome to the new State Controller's Office website. [Click here](#) to see full transcript.

**PRESS RELEASES**

- 11-Oct-2010**  
[Controller Releases September 2010 Cash Figures](#)
- 22-Sep-2010**

start | Inbox - Micro... | California Stat... | Interface Meet... | Microsoft Pow... | SnagIt Captur... | 05:26 PM

# Access Information Package- Step 3

A screenshot of a web browser displaying the MyCalPAYS website. The browser's address bar shows "California State Controller's Office : ...". The website has a blue header with "MyCalPAYS CalATERS Personnel & Payroll Services". Below the header, a navigation bar shows "Home -> State Employees -> MyCalPAYS". The main content area features the "MyCalPAYS" logo and the text "Welcome to the 21st Century Project!". To the left, a sidebar titled "MYCALPAYS LINKS" contains a list of links: "MyCalPAYS Home", "Career Opportunities", "21st Century Project Organization", "Project Status", "Blueprint", "Deployment", "Meetings and Presentations", "Communication", and "Interfaces". The "Interfaces" link is circled in red. The main content area also includes a paragraph about the State Controller's Office (SCO) and the Personnel/Payroll Services Division (PPSD), and a paragraph about the MyCalPAYS system's functionality and scope.

# Access Information Package- Step 4



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## MYCALPAYS LINKS

[MyCalPAYS Home](#)

[Career Opportunities](#)

[21st Century Project Organization](#)

[Project Status](#)

## Interfaces

With the implementation of MyCalPAYS, departments and external business partners may notice new or changed inbound and/or outbound interface files. To better understand these changes and any required actions, department representatives should begin by selecting the Departmental Business Partners link below, and external partners should select the External Business Partners link.

» [Departmental Business Partner Interfaces](#) » [External Business Partner Interfaces](#)

# Next Steps

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- **Participate in DST Meetings.**
- **Please send your interface related questions to [deployment@sco.ca.gov](mailto:deployment@sco.ca.gov)**
- **SCO's outbound interface testing will commence in March 2011.**

# Questions

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